PURCHASING USER MANUAL

IMPORTING A PURCHASE ORDER INTO PAYMENT SERVICES

INTRODUCTION

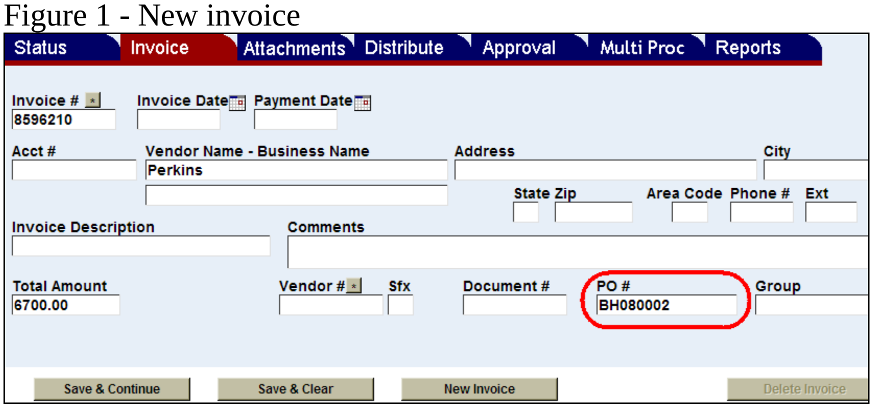
Once purchase order items are received along with an invoice, the invoice can be entered into Payment Services. When the invoice is ready for fiscal coding and cost distribution, the purchase order items can be imported from the Purchasing application into the **Distribute** screen and the cost distribution rows will be automatically entered with the fiscal coding and cost distribution for each item from the Purchasing application.

Each agency can set up different users for each step of entering invoices, authorizing, and entering fiscal coding and cost distribution in Payment Services. In some agencies, the authorization step is not even required. Therefore, the general steps and screens in Payment Services are described below. The Payment Services users in your agency must determine which steps they need to complete.

TO IMPORT A PURCHASE ORDER INTO PAYMENT SERVICES

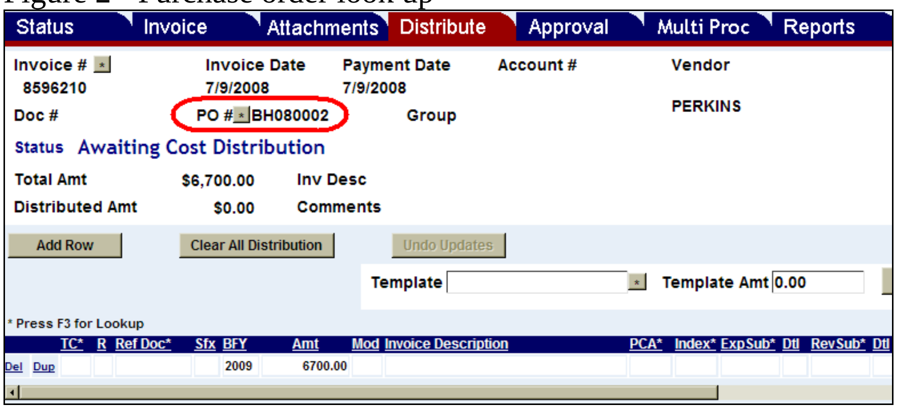
1. Enter a new invoice for the items received from a purchase order.
2. Be sure the **Total Amount** on the Invoice screen matches the amount of the received items (not necessarily the entire purchase order amount). See below.
3. If available, enter the purchase order number on the **Invoice** screen (**PO #**). If the PO number is not available to enter on the **Invoice** screen, you can search for it on the **Distribute** screen.

Figure 1 - New invoice

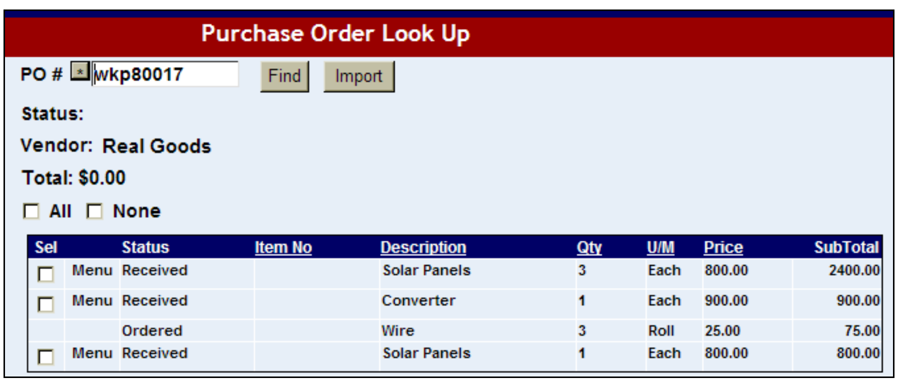


4. If you use the **Document #**, enter something different than the purchase order number.
5. Click **Save & Continue** or **Save & Clear** to save the invoice.
6. Authorize the invoice if your agency does not automatically authorize them. The invoice should be ready for fiscal coding and cost distribution.
7. Click the asterisk next to **PO**.

Figure 2 - Purchase order look up



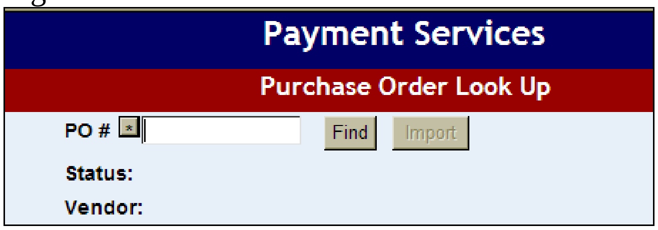
8. If the PO number was entered on the **Invoice** screen:
   a. The purchase order items will be displayed in the **Purchase Order Look Up** dialogue box. Items that have been received will have a check box next to them. Items not received will not have a check box.



   b. Check the check boxes to select the purchase order items that are on the invoice.
   c. Click **Import**. (Go to step 10.)

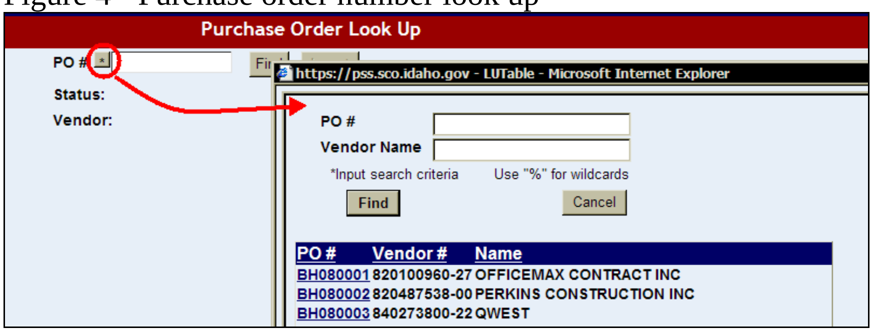
9. If the PO number was not entered on the **Invoice** screen:
   a. Enter the purchase order number and click **Find**.

Figure 3 - Purchase order number



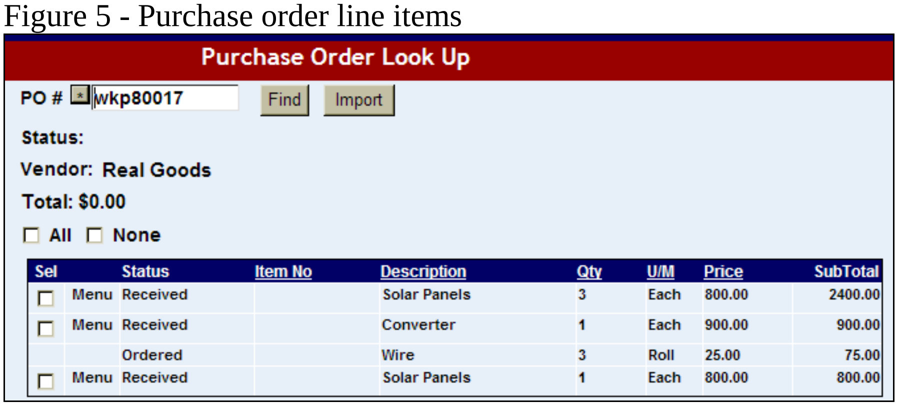
   b. If you do not know the purchase order number, click the asterisk next to **PO** on the **Purchase Order Look Up** screen.
   c. In the dialogue box, click the purchase order number that you need. NOTE: You can search for a purchase order by entering part of the purchase order number or the vendor name and clicking **Find**.

Figure 4 - Purchase order number look up



   d. The purchase order items will be displayed. Items received will have a check box next to them. Items not received will not have a check box
   e. Check the check boxes to select the purchase order items that are on the invoice. (You will not be able to select items that have note been received.)

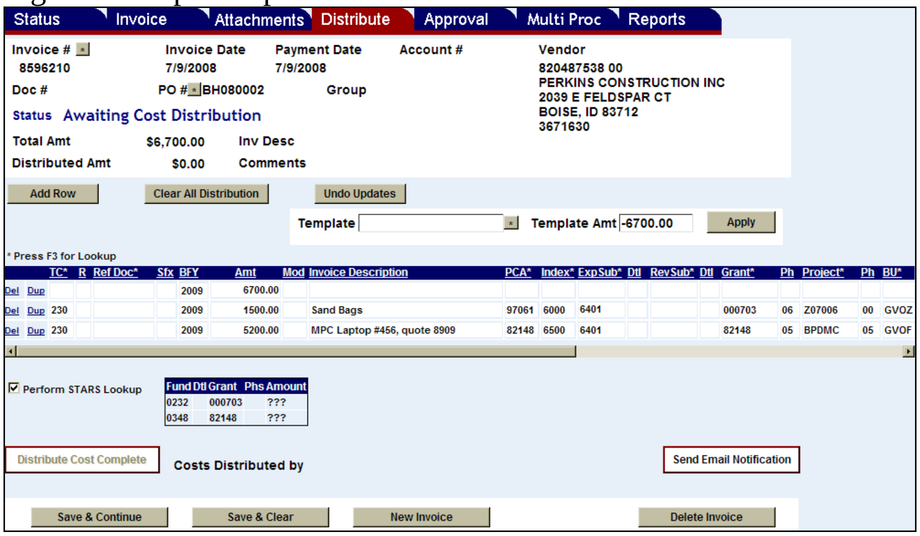
Figure 5 - Purchase order line items



   f. Click **Import**.

10. The items will be entered as rows on the **Distribute** screen. NOTE: If a purchase order line item has a separate freight charge line item, it will be imported as a separate row.

Figure 6 - Imported purchase order



11. The original amount from the Invoice screen will remain on the first row. Click **Del** to delete this row.
12. If necessary, complete any of the fiscal coding required. However, the fiscal coding should be imported from the purchase order.
13. Click **Distribute Cost Complete**.
14. Complete the invoice approval according to your agency's process.

COST DISTRIBUTION AMOUNT AND THE INVOICE TOTAL AMOUNT

The **Distributed Amt** and the **Total Amt** must match. If they do not, the **Distribute Cost Complete** button will not be available. You can change the **Total Amount** on the **Invoice** screen if it was entered incorrectly or make a change to the amounts on the **Distribute** screen if they do not match the actual invoice from the vendor. Be sure you enter what the vendor actually charges because this is what will be paid to the vendor.

Figure 7 - Matching Amounts